

**MINUTES OF THE
IMPROVEMENT & SERVICE COMMITTEE
Wednesday, February 27, 2013
ROOM 604, CITY HALL
Public Hearing 7:00 p.m.
Regular Meeting to follow**

MEMBERS: Brian Danzinger, Joe Moore, Jerry Wiezbiskie. Excused: Jim Warner
Also present: Ald. David Boyce

1. Approval of the minutes from the regular meeting on February 13, 2013.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the minutes from the regular meeting on February 13, 2013. Motion carried.

2. Approval of the agenda.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the agenda as modified. Motion carried.

3. Request by Bellin Health for an Air Rights Easement to allow a sign to be installed on the overhead walkways spanning Webster Avenue and Cass Street.

Director Steve Grenier, discussed with the committee the content of the request to allow for signage by Bellin Health to be placed on their skywalks of which Bellin owns and extends above Webster Avenue and Cass Streets. Graphic renderings were shown of the proposed signage. The sign would be compliant to City standards and staff would support this request subject to proof of insurance, the execution of the Hold Harmless agreement and air rights easement.

Ald. Wiezbiskie questioned the signs in that he thought there was a different style of sign being proposed with a logo. Mr. Grenier stated that there are discussions happening pertaining to other signage for both Bellin and St. Vincent for campus wide badging to aid patrons in finding their way and that will come as a separate initiative.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the request by Bellin Health for an Air Rights Easement to allow a sign to be installed on the overhead walkways spanning Webster Avenue and Cass Street subject to proof of insurance and the execution of a hold harmless agreement with the City. Motion carried.

4. Request by the Department of Public Works to review and approve the draft ordinance language related to the storage of recycling and garbage carts.

Mr. Grenier noted that the draft ordinance that the committee had in front of them had previously been emailed out to all Alderpersons for their review. The proposed modifications to the ordinance deal primarily with the solid waste collection regulation section resulting from mandated automated collection. There are other edits to the ordinance that could be reviewed if the committee so elected, but the language of primary interest would be located in section 9.02(7)(e) - Storage and Collection, in particular subsection 10 which deals with the placement of garbage, recycling or refuse containers. Note that the draft language will need to be modified to strike the words "yard waste" from this section as there are no yard waste containers. Mr. Grenier then reviewed the proposed new language. The proposed language

modifications have been presented to and reviewed by legal staff and they are in support of the changes.

Ald. Danzinger inquired as whether the 15 feet to the right-of-way would address fence line issues that may develop with adjoining neighbors and the placement of containers on or near the common property line. Mr. Grenier noted that the 15 foot setback was off the right-of-way and not property lines and was more to address the location facing the streets. The only place a right-of-way may come into play other than the front of the house would be where there is an alley. The answer provided was that it would be covered under item "c" in that the carts shall be stored in the backyard, garage, or any other convenient 'discreet' location. If the storage of the carts would lodge a complaint to the City's Inspection Department then it would not be discreet and would be subject to relocation. The word 'discreet' addresses Ald. Danzinger's concern.

Further discussion ensued regarding the placement of carts near alleys and the impact to the 15 foot placement near the right-of-way. Mr. Grenier noted that some garages may directly abut or be within that 15 foot zone but within the garage or backyard would be applicable storage locations. It was also noted that refuse and recycling collection does not occur within the alleys so the carts would need to be brought to the front of the property.

Ald. Moore noted that under subsection 11 that "There shall be no variance from this section without the prior approval of the Director of Public Works therefore. Thus, if there are special circumstances the Director has the authority to make these modifications."

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the draft ordinance language related to the storage of recycling and garbage carts. Motion carried.

5. Request by the Department of Public Works to adopt the implementation schedule for mandatory cart use and automated collection of recyclables.

Mr. Grenier noted that one of the items holding up the adoption of the implementation schedule was what the ordinance language modifications would be. With the ordinance language item being addressed the proposal from staff is to proceed forward with the implementation schedule as laid out in the 2013 DPW Report "Conversion to Automated Recycling and Solid Waste Collection" in section 16 – Implementation Plan for Fully-Automated Recycling Collection.

Mr. Grenier summarized the proposed implementation schedule stating that:

March of 2013 – Flyers will be placed in all recycling bins and carts defining the automated recycling collection program; order the necessary remaining carts from the supplier; and to finalize the documentation for the public education process

March to June of 2013 – Routinely notify residents of the pending mandate to use the recycling carts; continue voluntary sale of the carts; and collect cart order forms and complete cart delivery routing plans.

May of 2013 – Place final notification flyers in remaining recycling bins defining the automated recycling collection system program with tags/stickers and verify that each bin user has been notified of the mandated use of the recycling carts.

May to June of 2013 – DPW will take delivery of the balance of the recycling cart order.

June of 2013 – DPW will deliver the balance of the recycling carts.

July of 2013 – Conversion to fully-automated recycling collection is complete with the delivery of the new trucks which have been approved through the budgeting process, but the ordering of the trucks has been postponed until the implementation schedule has been approved; tagging of the 18-gallon recycling bin users; contents within the 18-gallon bins will not be collected; and once the transfer of the recyclable items from the 18-gallon bin to the City cart has been made and notice provided to DPW, a vehicle will be dispatched and items collected.

Ald. Boyce inquired as if sharing of carts was something that was identified as another efficiency possibility. Mr. Grenier acknowledged that this may occur, but that staff has not promoted this idea due primarily with the concern that if the recyclables would be contaminated with garbage for example the cart would not be picked up for all parties until the issue had been privately resolved. Mr. Grenier and Ald. Danzinger stated that the frequency as to set out of the cart may then decrease by the individual owners depending on need which will increase the efficiency for the City as well.

Ald. Boyce and Ald. Wiezbiskie also wanted to note that the report on automated collection has been discussed numerous times and that if other Alderpersons have questions they should either come to the Improvement and Service Committee meetings or ask staff prior to the Council Meeting.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by the Department of Public Works to adopt the implementation schedule for mandatory cart use and automated collection of recyclables. Motion carried.

6. Request by Department of Public Works to change the rate for 96 gallon recycling carts from \$47.00 each to \$52.00 each.

Mr. Grenier explained that with prior orders of the 96 gallon recycling carts the vender failed to include the cost of freight. The vender is not requesting payment of past due freight as that was their mistake but has amended their recent cost to also include freight which brings the total cost up to \$52 which covers the City's costs.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the request by Department of Public Works to change the rate for 96 gallon recycling carts from \$47.00 each to \$52.00 each. Motion carried.

7. Request by the Department of Public Works to have the Redevelopment Authority award and administer contract CD 13-01, West Side Railroad Corridor Trail.

Mr. Grenier explained that with some contracts there are a variety of funding sources, particularly with Park's projects. The West Side Corridor Trail is one of these projects that utilize Park's bond funds and Community Development Block Grant funding. If the bond funds were the sole source of funding DPW would administer the contract. The Community Development (CD) Block Grant funds are administered through the Redevelopment Authority. One agency or the other has to take the lead on administering this type of contract. The CD funds have more stringent record keeping guidelines; therefore, in situations like this DPW usually requests that we defer the contract administration to the Redevelopment Authority. This is a practice that has been done in the past.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by the Department of Public Works to have the Redevelopment Authority award and administer contract CD 13-01, West Side Railroad Corridor Trail. Motion carried.

8. Request by the Department of Public Works to award contract for miscellaneous Architecture and Engineering services to Berner-Schober Associates Inc. for 2013-2014.

Mr. Grenier stated that Berner - Schober Associates have completed numerous small architectural and engineering projects in the past. There are not a lot of firms out there that do both architecture and engineering services and for the services provided to date the City has received a product at well below the market rate. A rate comparison was completed a few years back and Berner - Schober Associates rates were significantly lower as compared to other firms.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by the Department of Public Works to award contract for miscellaneous Architecture and Engineering services to Berner-Schober Associates Inc. for 2013-2014 and to authorize the Director to sign. Motion carried.

9. Report of the Purchasing Agent:

- A. Request to approve the 2013 purchase of High Performance Cold Patch from Scott Construction, not to exceed the budget amount of \$7,580.
- B. Request to approve the 2013 purchase of Asphalt Hot Mix from Northeast Asphalt, Inc., not to exceed budget amount of \$87,360.
- C. Request to approve the purchase of Crack Sealant from Sherwin Industries, the low responsive bidder, not to exceed budget amount of \$44,000.
- D. Request to approve the purchase of Pavement Marking Paint from Baltimore Paint & Chemical, not to exceed budget amount of \$29,000.
- E. Request to approve the purchase of Glass Sphere Beads for painting roads from Flex-O-Lite, not to exceed budget amount of \$11,800.

Mr. Grenier reviewed the Purchasing Agents report noting that these are items that are classified as consumable items which means we use these items continuously throughout the year while our supplies last. DPW staff will utilize the consumable items as long as quantity and funds are available. These are annual consumable items with no carry over from year to year.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to:

- A. Approve the request to purchase for 2013 High Performance Cold Patch from Scott Construction, not to exceed the budget amount of \$7,580.
- B. Approve the request to purchase for 2013 Asphalt Hot Mix from Northeast Asphalt, Inc., not to exceed budget amount of \$87,360.
- C. Approve the request to purchase for 2013 Crack Sealant from Sherwin Industries, the low responsive bidder, not to exceed budget amount of \$44,000.
- D. Approve the request to purchase for 2013 Pavement Marking Paint from Baltimore Paint & Chemical, not to exceed budget amount of \$29,000.
- E. Approve the request to purchase for 2013 Glass Sphere Beads for painting roads from Flex-O-Lite, not to exceed budget amount of \$11,800.

Motion carried.

- VELP AVENUE FROM NORWOOD AVENUE TO MILITARY AVENUE
PROJECT ID. # 1450-04-21

Mr. Grenier explained that over the past couple of years there were numerous relocations associated with the Velp Avenue reconstruction project. Periodically there are instances where individuals come back to request additional compensation for actual costs incurred, which this request represents. Staff recommends payment for the above request.

VELP AVENUE FROM NORWOOD AVENUE TO MILITARY AVENUE
PROJECT ID. # 1450-04-21

Motion carried.

- A. Big Boys Landscape & Snow Services, LLC
B. S & D Tree Service, LLC

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A. IEI General Contractors, Inc
B. Ramco Construction Services, LLC

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B. Ramco Construction Services, LLC

FIFTH STREET – Broadway to Greenwood Avenue
(Asphalt Pavement)

Steve Grenier, Director of Public Works, read the Engineer's Report for the project involved in the public hearing, identifying the purpose of the street reconstruction for Fifth Street. Interested parties wishing to speak at the public hearing were asked to fill out an appearance card and invited to provide input.

FIFTH STREET – Broadway to Greenwood Avenue (Asphalt Pavement)

No one appeared.

Ald. Danzinger inquired if the property owners along this proposed construction were notified. Director Steven Grenier replied stating that there was a public informational meeting held approximately three weeks ago where the scope of the project was discussed along with proposed assessments. In addition to the public informational meeting, all impacted properties were provided a written notice of this public hearing.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to order in asphalt pavement reconstruction improvements and levy special assessments on the following streets:

FIFTH STREET – Broadway to Greenwood Avenue (Asphalt Pavement)

Motion carried.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to close the public hearing and return to the regular meeting. Motion carried.

14. A motion was made by Ald. Danzinger Moore and seconded by Ald. Moore to receive and place on file the verbal Director's Report on the recent activities of the Public Works Department. Motion carried.

Mr. Grenier informed the committee that they should expect to see some sidewalk studies coming through at the next couple of meetings. The studies have been completed or will be completed soon, but once they get presented and approved, the property owner then gets 60 days to have the sidewalks installed. Trying to install concrete sidewalks during this time of the year did not seem reasonable thus the studies have been held off.

WisDOT recently approved the Design Study Report (DSR) for the Monroe Avenue project. The DSR is one of the necessary steps that is directly associated with real estate acquisition requests for this project. At this time it appears that there will be 94 parcels impacted by the Monroe Avenue reconstruction project. Due to the timing of the project, the City will be looking at leaning on Downtown Green Bay for assistance in this process as it appears there will be 60 days to acquire the necessary real estate.

Ald. Boyce inquired as to the typical land acquisition process. Mr. Grenier responded that there is either a Sale Study or appraisal completed. In this case, we are opting to go the Sale Study route. Then there are three types of acquisitions. Fee Transfer – where the City acquires permanent title to the land and actually own the property usually associated with right of way or vision corners. A Permanent Limited Easement where the property owner grants us permanent permission to utilize the property for a fee. Finally there is the Limited Term Easement where the property owner grants us a short term easement, usually the duration of the construction contract and is primarily for project grading into their property. The Committee then approves the offers.

Mr. Grenier was happy to report that the Fleet Manager position has been filled and Mr. Nathan Wachtendonk will be starting on March 5th.

Mr. Grenier reported that the first recruitment for the Assistant Director Position did not fare as well and they are back out looking for a suitable candidate.

With the seven full plow operations that have occurred thus far, including the February 22nd event, the brine system has saved the City an estimated \$20,000 to date in materials during those events.

With all the freeze thaw cycles we have been experiencing this unusual winter season, we are experiencing more pothole issues. This is primarily due to water freezing in the cracks and small holes and expanding to cause the pop outs and larger holes. Crews are working on filling the holes when possible.

Ald. Moore inquired about black top in and around some of the rail road crossings. Mr. Grenier requested that if complaints about rail crossings are coming into the alders, that they should then forward those items to DPW-Engineer. Mr. Grenier is attempting to set up a meeting with Canadian National (CN) to discuss the rail system and determine which crossings are theirs, which crossings can be repaired and made smoother, and which crossings can be abandoned.

Finally, Mr. Grenier stated that on February 22, 2013, the City's Senior staff conducted a mock emergency exercise and replayed the water main break of December 28th to see where things were managed well and what needs to be improved. On a technical standpoint, the City performed exceptionally well. However, on the public information, education and notification process things could be improved and this was primarily attributed to the lack of having to deal with these types of large scale emergency events. One thing of note that should have been done was that this event should have been managed through the Emergency Operations Center (EOC) and not in the field or individual offices. By having everyone involved located at the EOC, the flow of information and communication efforts would have been improved.

A motion was made by Ald. Danzinger Moore and seconded by Ald. Moore to receive and place on file the verbal Director's Report on the recent activities of the Public Works Department. Motion carried.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to adjourn the meeting. Motion carried.

Meeting adjourned at 7:57 p.m.